

S/031-01



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/24/84	1. Agency Address Georgia Student Finance Commission Georgia Student Finance Authority Div. 2082 East Exchange Place, Suite 200 Tucker, GA 30034	Application Number 84-125	
Application Number 78-78		Date Received OCT 31 1984	Date Completed FEB 1 1985
2. Person to Contact William I. Brigham		Working Title Accounting Officer	Telephone Number 493-5428
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	5. Records Series Title (followed by title used in office, if different) GSFA Transmittal letters		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Student Finance Authority is responsible for administering scholarship programs relating to the recruitment of students into fields of study where a critical shortage of trained personnel exists; for providing financial assistance to students entering paramedical, educational and other professional fields as defined and approved by the Commission; and for providing scholarship grant assistance to children of law enforcement officers, firemen, and prison guards who are permanently disabled or killed in the line of duty.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Distribution of checks for Student Incentive Grant and State Direct Loan programs. Included are: SIG transmittal letters Direct Loan transmittal letters File is arranged: Chronologically by Quarter: thereunder alphabetically by school.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 45; Seven to twelve months old 30; Thirteen to twenty-four months old 1; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers 2; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

See attached regulations for administering the Georgia Incentive Scholarship Program, and Georgia Direct Loan Program.

Transmittals needed to provide proof of receipt of disbursements.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold until student signs installment note; then place in inactive file; cut off inactive file at end of each calendar year; then hold in EPA 2 years; then transfer to SRC; hold 8 years, then destroy.

per David Cantrell
1/15/85

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designer (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald E. Payton</i>	10/26/84	<i>Ralph D. Roberts</i>	10/25/84
Donald E. Payton, Executive Director Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Ralph D. Roberts, Director Administrative Division State Records Committee (Signature)	Date
State Auditor/Designee	<i>Wm. J. Smith</i>		1-22-85
Secretary of State/Designee	<i>Edward Ueldon</i>		2/17/85
Attorney General/Designee	<i>Thayer</i>		2/11/85